

## H. Form Versions

Purpose: Provide critical information concerning the form version and its importance.

# Determining the Form Version

- on an OER or NCOER -

|                                                                                                                     |                                                                                                                                 |                                                                                                                                           |        |                                                                                                                                         |        |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------|--------|
| development; prerequisite to action                                                                                 |                                                                                                                                 | <input type="checkbox"/> 4. <b>TACTICAL</b> Demonstrates proficiency in required professional knowledge, judgment, and warfighting        |        | YES                                                                                                                                     | NO     |
| <b>b.3. ACTIONS (LEADERSHIP)</b> (Select 3) Major activities leaders perform: influencing, operating, and improving |                                                                                                                                 |                                                                                                                                           |        |                                                                                                                                         |        |
| <b>INFLUENCING</b><br>Method of reaching goals while operating / improving                                          | <input type="checkbox"/> 1. <b>COMMUNICATING</b><br>Displays good oral, written, and listening skills for individuals / groups  | YES                                                                                                                                       | NO     | <input type="checkbox"/> 2. <b>DECISION-MAKING</b><br>Employs sound judgment, logical reasoning and uses resources wisely               | YES NO |
| <b>OPERATING</b><br>Short-term mission accomplishment                                                               | <input type="checkbox"/> 4. <b>PLANNING</b><br>Develops detailed, executable plans that are feasible, acceptable, and suitable  | YES                                                                                                                                       | NO     | <input type="checkbox"/> 5. <b>EXECUTING</b><br>Shows tactical proficiency, meets mission standards, and takes care of people/resources | YES NO |
| <b>IMPROVING</b><br>Long-term improvement in the Army its people and organizations                                  | <input type="checkbox"/> 7. <b>DEVELOPING</b><br>Invests adequate time and effort to develop individual subordinates as leaders | YES                                                                                                                                       | NO     | <input type="checkbox"/> 8. <b>BUILDING</b><br>Spends time and resources improving teams, groups and units; fosters ethical climate     | YES NO |
|                                                                                                                     |                                                                                                                                 | <input type="checkbox"/> 3. <b>MOTIVATING</b><br>Inspires, motivates, and guides others toward mission accomplishment                     | YES NO | <input type="checkbox"/> 6. <b>ASSESSING</b><br>Uses after-action and evaluation tools to facilitate consistent improvement             | YES NO |
|                                                                                                                     |                                                                                                                                 | <input type="checkbox"/> 9. <b>LEARNING</b><br>Seeks self-improvement and organizational growth; envisioning, adapting and leading change | YES NO |                                                                                                                                         |        |
| <b>c. APFT:</b>                                                                                                     |                                                                                                                                 | <b>DATE:</b>                                                                                                                              |        | <b>HEIGHT:</b>                                                                                                                          |        |
|                                                                                                                     |                                                                                                                                 | <b>WEIGHT:</b>                                                                                                                            |        |                                                                                                                                         |        |
| <b>d. OFFICER DEVELOPMENT - MANDATORY YES OR NO ENTRY FOR RATERS OF CPTs, LTs, CW2s, AND WO1s.</b>                  |                                                                                                                                 |                                                                                                                                           |        |                                                                                                                                         |        |
| WERE DEVELOPMENTAL TASKS RECORDED ON DA FORM 67-9-1a AND QUARTERLY FOLLOW-UP COUNSELINGS CONDUCTED?                 |                                                                                                                                 |                                                                                                                                           |        |                                                                                                                                         |        |
|                                                                                                                     |                                                                                                                                 | YES                                                                                                                                       | NO     | NA                                                                                                                                      |        |

DA FORM 67-9, MAR 2006 + PREVIOUS EDITIONS ARE OBSOLETE.

The lower right hand corner of each form reflects the form authorizing information:

- APD (Army Publishing Directorate authorized)
- PE (PureEdge form)
- **V#.00 (Version number )**
- ES (Electronic Signature enabled)

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APD PE v6.00ES

Page 1 of 2  
APD PE v3.01ES

Page 1 of 2  
APD PE v4.00ES

# Why use the latest form version?

|                                                                                                                     |  |                                                                                                                                 |  |                                                                                                                                         |  |                                                                                                                                           |  |                               |  |
|---------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------|--|
| <b>b.3. ACTIONS (LEADERSHIP)</b> (Select 3) Major activities leaders perform: influencing, operating, and improving |  |                                                                                                                                 |  |                                                                                                                                         |  |                                                                                                                                           |  |                               |  |
| <b>INFLUENCING</b><br>Method of reaching goals while operating / improving                                          |  | <input type="checkbox"/> 1. <b>COMMUNICATING</b><br>Displays good oral, written, and listening skills for individuals / groups  |  | <input type="checkbox"/> 2. <b>DECISION-MAKING</b><br>Employs sound judgment, logical reasoning and uses resources wisely               |  | <input type="checkbox"/> 3. <b>MOTIVATING</b><br>Inspires, motivates, and guides others toward mission accomplishment                     |  |                               |  |
| <b>OPERATING</b><br>Short-term mission accomplishment                                                               |  | <input type="checkbox"/> 4. <b>PLANNING</b><br>Develops detailed, executable plans that are feasible, acceptable, and suitable  |  | <input type="checkbox"/> 5. <b>EXECUTING</b><br>Shows tactical proficiency, meets mission standards, and takes care of people/resources |  | <input type="checkbox"/> 6. <b>ASSESSING</b><br>Uses after-action and evaluation tools to facilitate consistent improvement               |  |                               |  |
| <b>IMPROVING</b><br>Long-term improvement in the Army its people and organizations                                  |  | <input type="checkbox"/> 7. <b>DEVELOPING</b><br>Invests adequate time and effort to develop individual subordinates as leaders |  | <input type="checkbox"/> 8. <b>BUILDING</b><br>Spends time and resources improving teams, groups and units; fosters ethical climate     |  | <input type="checkbox"/> 9. <b>LEARNING</b><br>Seeks self-improvement and organizational growth; envisioning, adapting and leading change |  |                               |  |
| <b>c. APFT:</b>                                                                                                     |  | <b>DATE:</b>                                                                                                                    |  | <b>HEIGHT:</b>                                                                                                                          |  | <b>WEIGHT:</b>                                                                                                                            |  |                               |  |
| <b>d. OFFICER DEVELOPMENT - MANDATORY YES OR NO ENTRY FOR RATERS OF CPTs, LTs, CW2s, AND WO1s.</b>                  |  |                                                                                                                                 |  |                                                                                                                                         |  |                                                                                                                                           |  |                               |  |
| WERE DEVELOPMENTAL TASKS RECORDED ON DA FORM 67-9-1a AND QUARTERLY FOLLOW-UP COUNSELINGS CONDUCTED?                 |  |                                                                                                                                 |  |                                                                                                                                         |  |                                                                                                                                           |  |                               |  |
|                                                                                                                     |  | <input type="checkbox"/> YES                                                                                                    |  | <input type="checkbox"/> NO                                                                                                             |  | <input type="checkbox"/> NA                                                                                                               |  |                               |  |
| <b>DA FORM 67-9, MAR 2006</b>                                                                                       |  |                                                                                                                                 |  | PREVIOUS EDITIONS ARE OBSOLETE.                                                                                                         |  |                                                                                                                                           |  | Page 1 of 2<br>APD PE v6.50ES |  |

- Older version forms have problems and will not act as intended.
- Newer versions improve & correct identified computer & technical problems.
- In My Forms on AKO older version forms will not have all the functionality which is available to later version forms.

## Examples:

1. OER, version 3, was created before USAR and ARNG OER could be electronically submitted to HRC. Today, although USAR and ARNG OER can now be submitted electronically, a V3 form will not let the user send it in this manner as it was created without that function.

2. OER, versions 3.01 and 4.00 caused the senior rater's CAC signature to jump into the rated officer's block when the form was saved. There is no fix other than printing for ink signatures and mailing to HRC (Note: forms with mixed media signatures, ink and electronic, will be accepted). Version 4.01 corrected this problem.

# When does the form version change?

|                                                         |                                                                                                   |  |  |  |  |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------|--|--|--|--|
| <b>VALUES</b><br>Honor<br>Integrity<br>Personal Courage | 4. SELFLESS-SERVICE: Puts the welfare of the nation, the Army, and subordinates before their own. |  |  |  |  |
|                                                         | 5. HONOR: Lives up to all the Army values.                                                        |  |  |  |  |
|                                                         | 6. INTEGRITY: Does what is right - legally and morally.                                           |  |  |  |  |
|                                                         | 7. PERSONAL COURAGE: Faces fear, danger, or adversity ( <i>physical and moral</i> ).              |  |  |  |  |
|                                                         | Bullet comments                                                                                   |  |  |  |  |

DA FORM 2166-8, MAR 2006

PREVIOUS EDITIONS ARE OBSOLETE.

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APD PE v5.01ES

The form version changes (increases by 1) each time a new form becomes available for use.

The version # changes each time for newly released forms with improvements and corrections to computer coding or problems found in previous form versions.

Older version forms are acceptable but will have problems and will not act as the form is intended.

The date of a form will not change with each new version. The date only changes if the form content or form format changes. This change normally accompanies an update to a regulation or pamphlet.

# How to Always Use the Latest Form Version

## - when creating an OER or NCOER -

**U.S. ARMY**  
Forms Content Management

FCMP | HQDA

Welcome | Inbox | **Drafts** | Favorites | Recycle Bin | Help | Settings | Reports

**Form Finder**

Form Number:  Form Title:  Search Search By Range Non-PureEdge Forms

**Drafts**

Forms Folders Drafts -- 4 Form(s), 0 Folder(s) 1 Close All

| Form Name                                                            | Form Type   | Create Date               | Last Action | Suspense Date |
|----------------------------------------------------------------------|-------------|---------------------------|-------------|---------------|
| <input type="checkbox"/> Copy of_Copy of_C iv Leave - Swic...        | OPM 71      | Jun 15, 2007 04:14:22 GMT | -           | -             |
| <input type="checkbox"/> MAJ Lewis Support Form                      | DA 67-9-1   | Jun 06, 2007 12:55:05 GMT | -           | -             |
| <input checked="" type="checkbox"/> NCOER COUNSELING AND SUPPORT FOR | DA 2166-8-1 | Aug 14, 2007 08:06:55 GMT | -           | -             |
| <input type="checkbox"/> Spt Form Attached Docs                      | DA 67-9-1   | Jul 25, 2007 06:26:27 GMT | -           | -             |

Create Folder  
Upload Form  
Add To Folder  
Extract  
Comment  
Rename  
Copy  
Delete  
Route Slip  
Sp. Tasks  
Sp. Tasks  
Create NCOER

When a rating official uses My Forms to create an evaluation from a standing support form, My Forms will always use the latest form version.

# How to Always Use the Latest Form Version

## - when creating an OER or NCOER -

When a rating official uses My Forms to create an evaluation from a standing support form, My Forms will always use the latest form version.

The screenshot shows the 'My Forms' application interface. At the top, there is a U.S. Army logo and a navigation bar with tabs: FCMP, HQDA, Welcome, Inbox, Drafts, Favorites, Recycle Bin, and Help. Below this is a 'Form Finder' section with input fields for 'Form Number' and 'Form Title', and 'Search' buttons. The main section is titled 'Drafts' and shows a list of forms under the 'Forms' tab. The list has columns for 'Form Name', 'Form Type', and 'Create Date'. Three forms are listed: 'Copy of\_Copy of\_C iv Leave - Swic...', 'MAJ Lewis Support Form', and 'Spt Form Attached Docs'. The 'MAJ Lewis Support Form' is highlighted with a red box. To the left of the list is a sidebar with buttons: 'Create Folder', 'Upload Form', 'Add To Folder', 'Extract', 'Comment', 'Rename', 'Copy', 'Delete', 'Route Slip', and a dropdown menu labeled 'Sp. Tasks'. The dropdown menu is open, showing 'Sp. Tasks' and 'Create OER'. A red arrow points from the 'MAJ Lewis Support Form' row to the 'Sp. Tasks' dropdown menu.

| Form Name                            | Form Type | Create Date               |
|--------------------------------------|-----------|---------------------------|
| Copy of_Copy of_C iv Leave - Swic... | OPM 71    | Jun 15, 2007 04:14:22 GMT |
| MAJ Lewis Support Form               | DA 67-9-1 | Jun 06, 2007 13:55:05 GMT |
| Spt Form Attached Docs               | DA 67-9-1 | Jul 25, 2007 06:26:27 GMT |

# How to Always Use the Latest Form Version

## - when making a copy of a template or form -

**U.S. ARMY**

FCMP | HQDA

Welcome | Inbox | **Drafts** | Favorites | Recycle Bin | Help | Settings | Reports

**Form Finder**

Form Number:  Form Title:

**Drafts**

Forms | Folders | Drafts -- 5 Form(s), 0 Folder(s)

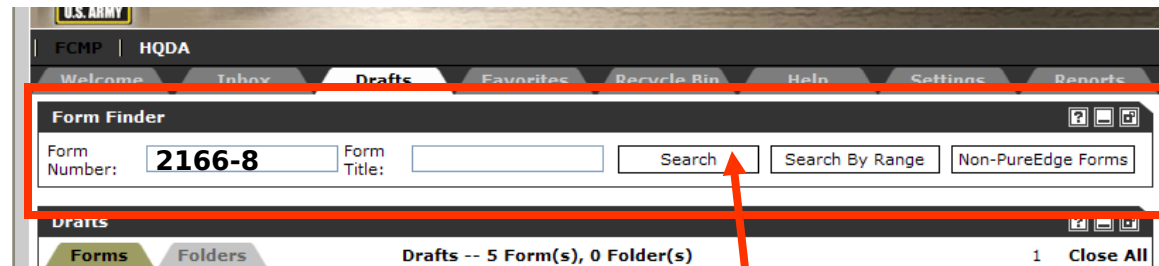
|               | Form Name                                                        | Form Type   | Create Date               | La |
|---------------|------------------------------------------------------------------|-------------|---------------------------|----|
| Create Folder | <input type="checkbox"/> Copy of_Mr. Oliveria leave 28 Au...     | OPM 71      | Aug 14, 2007 09:00:30 GMT | -  |
| Upload Form   | <input type="checkbox"/> MAJ Lewis Support Form                  | DA 67-9-1   | Jun 06, 2007 13:55:05 GMT | -  |
| Add To Folder | <input checked="" type="checkbox"/> Mr. Oliveria leave 28 Aug 07 | OPM 71      | Jun 15, 2007 04:14:22 GMT | -  |
| Extract       | <input type="checkbox"/> NCOER COUNSELING AND SUPPORT FOR        | DA 2166-8-1 | Aug 14, 2007 08:06:55 GMT | -  |
| Comment       | <input type="checkbox"/> Spt Form Attached Docs                  | DA 67-9-1   | Jul 25, 2007 06:26:27 GMT | -  |
| Rename        |                                                                  |             |                           |    |
| Copy          |                                                                  |             |                           |    |
| Delete        |                                                                  |             |                           |    |
| Route Slip    |                                                                  |             |                           |    |
| Sp. Tasks     |                                                                  |             |                           |    |

When a user creates a copy into either their drafts or their favorites My Forms will always use the latest version of the form.

(HRC Evals: we don't advocate making copies of OER or NCOER related documents. This would be used for other forms.)

# How to Always Use the Latest Form Version

- If you work outside of My Forms -



Use My Forms or the APD site to obtain new forms.

When you save forms on a share drive or desk top, routinely check the My Forms system for newer versions and update what your rating officials are using.